

Industrial Waste Works Operations Plan

General

Anyone intending to operate an Industrial Waste Works (IWW) facility in Saskatchewan must apply to the Ministry of Environment for a Permit to Operate. This document provides information on how to support an IWW permit application and submit it to the ministry, as per Section 9 of *The Environmental Management and Protection Act, 2010 (General) Regulations*.

When applying, the facility operator may propose to develop and maintain an operations plan. If not, conditions may be added to the permit as an alternative. When completing an operations plan, IWW owners are encouraged to follow industry best practices, which may come from other jurisdictions.

To obtain a permit, or for information regarding the application to construct an IWW, see the Industrial Works Construction Application Requirements and Submission Process, at publications.saskatchewan.ca/#/products/80891.

Application for permit to operate

When applying for, or during renewal of, a permit to operate, an IWW facility may submit an operations plan and/or monitoring plan to be incorporated with its permit. An IWW operations plan is meant to encompass areas, frequencies, procedures and requirements of the facility's environmental operations, inspections, monitoring programs, routine maintenance of environmental aspects and management of industrial waste and other impacted areas/soils. The operations plan may encompass the whole facility, or may focus on one area, with the rest of the facility regulated through permit conditions. The operations plan may also include elements of the monitoring plan.

A. Operations plan

The operations plan should include a description of the operating process, equipment and facilities associated with the IWW. Not all of the items listed below are applicable to every site. However, all applicable items should be included in the operations plan. Where relevant, a description of the best management practices in place should be included. Items within the operations plan could include, but are not limited to:

- procedures for handling, storing, and managing temporarily stored waste
- procedures for disposing of special waste such as friable waste asbestos
- procedures for pond level control
- domestic waste management plan
- procedures for tracking of all waste streams sent off site and/or tracking on-site disposal
- procedures for waste inspection, screening, and handling
- procedures for completing environmental inspections, follow-up and record keeping
- waste and effluent testing procedures
- procedures for releases to sewer or the environment
- treatment system(s) operation procedures
- pipeline and containment maintenance and leak detection programs
- hazardous substance storage tanks maintenance and leak detection programs
- contingency plans for upset conditions during treatment or operations
- odour control procedures
- complaint handling procedures
- waste minimization programs
- environmental stewardship and sustainable development policies
- wildlife control and deterrents for both solid and liquid waste storage areas
- an emergency response plan (may be standalone document)
- procedures for staff training of site operations, equipment and safety

Air quality management activities may require an Industrial Source (Air Quality) Environmental Protection Plan (EPP) pursuant to the Industrial Source (Air Quality) Code Chapter and, therefore, would not necessarily be required in an operations plan.

B. Environmental monitoring plan

An environmental monitoring plan may be a separate document or integrated into the operations plan. Best management practices for environmental monitoring should be followed. The environmental monitoring portions of the operations plan may include:

- surface water monitoring and management plan;
- groundwater monitoring and management plan;
- waste and effluent quality monitoring and management plan;
- environmental controls (berms, ditches, high level alarms, etc.) inspection plans and work procedures; and
- quality assurance and quality control procedures for all monitoring and testing programs.

Required record-keeping

Every owner should ensure that operations and waste management records are kept and retained for at least seven years for the IWW, or as determined by the site-specific permit. General record keeping requirements are:

- a description of each type of waste produced and/or handled;
- records of any environmental sampling, analysis or monitoring;
- certificates, transport manifests, and other records associated with waste disposal;
- any certificate received from a qualified person as required by the ministry;
- updates to the site plan such as changes to waste storage boundaries or locations; and
- amount of waste generated, transferred, transmitted, treated and disposed of annually.

Every owner of an IWW must ensure that the records are made available to the ministry upon request, and that if ownership changes, the records are transferred to the new owner.

Definitions

Environment – includes the following:

- air and the layers of the atmosphere;
- land, including soil, subsoil, sediments, consolidated surficial deposits and rock;
- water;
- organic and inorganic matter and living organisms; and
- interacting natural systems and ecological and climatic interrelationships that include the components listed above.

Industrial waste – any waste that:

- is generated by any process of industry, manufacturing, trade or business or by the development of a natural resource, and is prescribed or is set out in the code; and
- includes seepage, rainwater or storm water that enters industrial waste works.
- Industrial waste works — any works for the collection, containment, storage, transmission, treatment or disposal of industrial waste.

Environmental protection – methods to be used to prevent, minimize, monitor, mitigate, remedy, or reclaim an adverse effect before, during or after any activity.

Operations plan – a written document that describes general instructions for the management and operations of an industrial waste works.

Hazardous waste (or waste dangerous good) – a substance with the characteristics described in subsection 4(4) of *The Hazardous Substances and Waste Dangerous Goods Regulations*.

Special waste – includes the following:

- waste containing naturally occurring radioactive material or technologically enhanced naturally occurring radioactive material;
- animal or animal carcass waste that may contain one or more reportable diseases listed in the *Reportable Diseases Regulations* (Canada);
- emergency livestock mortalities as identified by the Ministry of Agriculture;
- waste asbestos; and
- any other material or substance that may require special handling due to the potential adverse effects from disposal, as identified by the Ministry of Environment.

Contact and References

Saskatchewan Ministry of Environment

1-800-567-4224 (toll free in North America) or 306-787-2584
saskatchewan.ca/environment | centre.inquiry@gov.sk.ca

Questions about hazardous waste

Refer to *The Hazardous Substances and Waste Dangerous Goods Regulations*.
publications.saskatchewan.ca